

Hall of Records  
Commission

**LIST FOR RECORDS RETENTION**  
Submitted to the Records Manager  
Hall of Records Commission

SCHEDULE  
NO. **332**  
PAGE  
NO. **1. (of 2)**

1. Requesting Agency

**STATE DEPARTMENT OF HEALTH**

2. Division or Bureau of Requesting Agency

**COUNTY HEALTH DEPARTMENT RECORDS**

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

*N.B. State Health Dept. made & sent out copies of this sched. to counties.  
SEE ALSO SCHEDULE 222 -  
DEPUTY DIRECTOR*

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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**1. VITAL RECORDS: BIRTH CERTIFICATE, DEATH CERTIFICATE, STILL-BIRTH CERTIFICATE**

**Size:** 12" x 18" - Volumes, 1898-1930  
8" x 10" - Volumes or files since 1930  
**Dates:** 1898 - -  
**Quantity:** Varies from 20 cubic feet to 70 cubic feet  
**File Arrangement:** 1898-1930 - Chronological  
1930 - -, by year and alphabetical therein  
**Index:** See Item 2

The health officers of the several counties are ex-officio county registrars of vital statistics; in this capacity they are required to receive, file, and preserve records of births, still-births, and deaths occurring within the county, and such records received from out-of-county sources concerning county residents (Art. 43, Secs. 15-20 and 24, Annotated Code of Maryland, 1957 Edition).

From 1898 to 1930, information regarding births was recorded in volumes which show the child's given name, names and address of parents, color, sex, birthplace, parent's occupation, date and time of birth, legitimacy, number of children this delivery, number of children mother has previously delivered. Entries in the volumes were made as the certificates were received, generally chronologically; however, there are many exceptions because of late filing.

Death records were also recorded in volumes during the years 1898-1930.

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

JUL 14 1958

4.  
Item

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

The entries show: name of deceased, color, sex, marital status, birthplace, parents' names, name of informant, signature of local registrar, name of reporting physician, cause of death, date and place of burial, name of undertaker and signature of the county registrar. Entries were made as the death certificates were received. (See Item 2 for information regarding indexes to birth and death records of the 1898-1930 period).

Births and deaths occurring between 1930 and 1957 were either recorded by the County Registrar or local registrars. If recorded by the local registrars, certificates were forwarded to both the County Registrar and the State Department of Health and the local registrar retained a stub of the certificate. If births or deaths were recorded by the County Registrars, a copy of the certificate was retained and the original was forwarded to the State Department of Health. In the counties the certificates are filed in two series--birth and death, by year and alphabetically--and are usually bound each year. Some counties, however, have stopped binding them and are housing them in file drawers.

Beginning in January, 1958, the State Department of Health revised registration procedures and discontinued registration by local registrars. All births and deaths are now recorded by the County Registrars. Under the new system, registration is made on a revised form from which the stub has been eliminated. The first carbon is retained by the County Registrar, the second carbon by the preparing physician, and the original by the State Department of Health. The "A" recommendation applies to all county records of birth, death, or still-birth. The stubs formerly retained by the local registrars are governed by the "B" recommendation below.

A. RECOMMENDATION: RETAIN PERMANENTLY.

B. RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

2. INDEX TO VITAL RECORDS

Size: 3" x 5"

Dates: 1898-1930

File Arrangement: Alphabetical

There was no standard established for indexing the birth and death records prior to 1930. Some counties have no index, others have complete indexes for the period 1898 to 1930 and others have indexes complete for only certain years. After 1930 the certificates are filed alphabetically by year and therefore do not require an index.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

JUL 14 1958

SECRETARY